

St. Mary's & St. Martin's Churches, Knebworth, Hertfordshire, U.K.



Children's & Families Outreach Worker

Page 2 – Job Description

Page 3 – Person Specification

Page 4 - Current Areas of Ministry to children and young families

Pages 5–8 Application Form

Pages 9-10 - Appendix 1 - Reference form

Page 11- Appendix 2 - Parish Statement on Recruitment (Ex-offenders)

Page 12 - Appendix 3 - Safer Recruitment Practice Guidance

Pages 13-16 - Appendix 4 - Church of England Confidential Declaration Form



Job Description

- Job Title:** Children's & Families Outreach Worker
- Responsible to:** The Rector (or the Churchwardens during an interregnum) on a day to day basis, and will be accountable to the Parochial Church Council as the employer.
- Job Location:** Knebworth Parish. Office space is available in St Martin's Parish Centre, Knebworth. This includes printing/photocopying/internet facilities.
- Hours:** An average of up to 8 hours per week, maximum 400 per year, including holiday. This may include some evening and weekend work. Hours worked would be mostly in term time but could require some work in school holidays.
- Pay:** £10 per hour (Part time)
- Holidays:** Holiday entitlement is the statutory amount of 45 hours a year. Bank Holidays do not constitute additional paid leave. Holidays, usually to be taken outside term time, to be agreed with The Rector.

Responsibilities:

- To work with the Rector and Support Team in researching and developing initiatives to make contact with children and young families within the parish of Knebworth with the aim of spiritual growth leading to commitment to Christ.
- To continue, develop and deliver activities and initiatives which provide a way of belonging to St Martin's Church for those who may find Sunday mornings difficult. See areas of ministry, below.
- To attend 10 am worship some Sundays by mutual agreement and to make contact with the congregation, especially leaders, families and children who make up the Junior Church.
- To build upon, support and lead the current team of volunteers.
- Attending to related duties as agreed with the Rector e.g undertaking training, writing and reporting for church meetings and grant bodies, appraising and updating activities.
- Helping to lead the Messy Church and Mustard Seed groups.
- To follow the House of Bishops' and Knebworth Parish's safeguarding policies and practice guidance in all work relating to children and families, attending all necessary safeguarding training as required.

At least two references will be required-one from your current Church minister. The post would be offered subject to a self-declaration form (Appendix 4), satisfactory DBS Enhanced Disclosure and a 3 month probationary period.

Closing date: 12pm 22nd July 2019

Interviews: 28th July 2019 or by arrangement

Person specification

Children's & Families Outreach Worker

Requirements:

- A committed Christian who is part of a church community with a passion for the Gospel and for children and their families.
- Nationally recognized qualification in Children's, Youth or Community work or equivalent experience of children's activities in church.
- Able to teach & lead worship involving children and young families.
- Good communication and networking skills, particularly relating to children and their parents/carers.
- Well organised and able to work using their own initiative.
- Able to collaborate with others as part of a team and help lead a team.
- Knowledge and experience of working with safeguarding policies and practice
- Ability to respect matters of confidentiality and sensitivity
- Eligible to reside and work in the UK

Desirable

- Experience of Messy Church.
- Experience of taking school assemblies
- Computer literate, able to email, produce word and Power Point documents. Training is available, if necessary.

Current Areas of Ministry to children and young families

1. Messy Church – once a month during Term time, usually on the first Friday, starting shortly after Knebworth School finishes, about 3.20 pm. Based on “Messy Church” materials there are craft activities in the Church Centre linked to a Bible theme, followed by a Celebration in church that includes Power Point, a brief talk & song(s), then back to the Centre for a meal. Typical attendance of about 35 children, aged 3-10 years, and 15 adults. This is well supported by church members manning the stations, cooking, serving & clearing up. The Children’s Worker is currently involved in planning, preparing and leading this supported by the Rector and Parish Administrator. Preparation time varies. The preparation, execution and clearing up take about four hours on the Friday
2. Mustard Seeds – fortnightly on Friday afternoons during term time for toddlers, pre-school and early school age children. Short informal interactive service with Bible story and song(s). Themed craft activities. Occasional “Bring and Share” parties indoors or outside. Attendance can be up to 17 children and 9 adults. The Children’s Worker is currently involved in planning, preparing and leading this. Preparation time varies. Work on the Friday can be up to three hours.
3. Smarties is a baby and toddler group, 0-3 years, for Knebworth parishioners that meets on Tuesday mornings during term time. Admission is free, though many people kindly donate. Typical attendance is 25 children, 15 adults. We have 75 children & 55 adults on the roll.
4. Junior Church Weekly, most Sunday mornings at St Martin’s Church. Two groups, older and younger, aged up to 15 years Activities linked to a Bible Theme using Scripture Union resources, with “breakfast” for the older group.

Application Form

We ask all prospective employees to complete this form as part of a safer recruitment process. If there is insufficient room to fully answer any question, please continue on separate sheet. The information will be kept confidentially unless requested by an appropriate authority.

1. Position Applied for

POST TITLE: Part-time Children's & Families Worker, Knebworth Parish.

If part-time, specify your preferred days: _____

2. Personal Details

We will need to see birth/marriage certificates or documents regarding a change of name.

Full Name: _____

Maiden/Former Name(s): _____

Date of birth: ____/____/____ Place of birth: _____

Address : _____

Postcode: _____

Daytime Tel No: _____ Mobile Tel No: _____

Evening Tel: _____

Email address: _____

How long have you lived at the above address? _____ Years _____ Months

If less than 5 years, please give previous address(es) with dates:

From/To ____/____/____ ____/____/____

From/To ____/____/____ ____/____/____

Previous _____

Previous _____

Address _____

Address _____

Post Code _____

Post Code _____

The Church where you worship regularly _____

How long have you worshipped there? _____

4. Education History

Please tell us about your formal education history (most recent first).

Name of School/College or University	Attended from (Date)	Attended to (Date)	Course/Qualification Title	Result/Outcome or Grade

5. References

Please complete the details below of two people who would be willing to provide a personal reference. One should be your church minister. If you are currently working, (paid or voluntary) one of these should be your present employer. These people should be able to comment upon your character and suitability for this position. The Reference Form is in the Appendices, so please read this to ensure your referees will be able to complete this. We reserve the right to take up character references from any other individuals deemed necessary. None of these will be contacted without your knowledge.

Name	_____	Name	_____
Address	_____ _____ _____	Address	_____ _____ _____
Post Code	_____	Post Code	_____
Tel No	_____	Tel No	_____
Email	_____	Email	_____
Relationship	_____	Relationship	_____

Your hobbies and interests outside work.

6. Additional Information

Please use this space to inform us of your skills, experience, knowledge, attributes and motivations for this particular position. You should make reference to the Job Description and Person Specification for the position in completing this section. Please continue on separate sheets where necessary and attach them to your application form.

7. Confirmations

I confirm that the information I have given is true to the best of my knowledge. I understand that should the information I have supplied be false or inaccurate in any material way, CCPAS reserves the right to terminate either my involvement in the recruitment process or my employment should I later be appointed.

Name: _____ Signed: _____

Date: ___ / ___ / _____

Appendix 1 - Reference form

Children's & Families Outreach Worker in Knebworth Anglican Parish

Name and address of referee:	Name and address of Priest or their nominee requesting a reference:
Date	

Dear

REQUEST FOR REFERENCE FOR A WORKER WITH CHILDREN / ADULTS EXPERIENCING, OR AT RISK OF, ABUSE OR NEGLECT

RE: Mr, Mrs, Miss, Ms,
Address:

Post applicant applying for:

The above has given your name as someone who may be contacted in relation to his / her* application to work with children / adults experiencing, or at risk of, abuse or neglect. Guidelines suggest that all voluntary organisations including Churches must take steps to safeguard the children/adults experiencing, or at risk of, abuse or neglect entrusted to their care. I would be grateful if you could comment on the following factors as they may apply to the applicant:-

- Previous experience of working with children or adults experiencing, or at risk of, abuse or neglect.
- His / her* ability to provide kind and consistent care.
- Evidence of his / her* willingness to respect the background and culture of children and adults experiencing, or at risk of, abuse or neglect in his / her* care.
- His / her* commitment to treat all children and adults experiencing, or at risk of, abuse or neglect as individuals and with equal concern.
- Any evidence or concern that he / she* would not be suitable to work with children and adults experiencing, or at risk of, abuse or neglect.

You are welcome to use the reverse of this letter for your reply. Thank you for your assistance.

Yours sincerely

Priest/Minister or Nominee

How long have you known the applicant?years

His / her* previous experience of working with children / adults experiencing, or at risk of abuse or neglect:

His / her* ability to provide kind, consistent and safe care:

Evidence of his / her* willingness to respect the background and culture of children/adults experiencing, or at risk of abuse or neglect in his / her* care:

His/ her* commitment to treat all children / adults experiencing, or at risk of abuse or neglect as individuals and with equal concern:

Any evidence or concern that he / she* would not be suitable to work with children / adults experiencing, or at risk of abuse or neglect?

Telephone contact point for clarification:

**Please delete as appropriate*

Appendix 2 - Parish Statement on Recruitment (Ex-offenders)

The Parish uses the Disclosure and Barring Service (DBS) to assess an applicant's suitability for positions of trust. It undertakes to treat fairly all applicants for such positions. It undertakes not to discriminate unfairly on the basis of a conviction or other information revealed.

We are interested in creating an inclusive society and are committed to equal opportunity. Therefore, where people have committed an offence, the nature and circumstances of that offence will be taken into consideration. In line with the DBS Code of Practice, the parish policy is that the following should be considered:

- whether the conviction or other matter revealed is relevant to the position in question
- the seriousness of any offence or other matter revealed
- the length of time since the offence or other matter occurred
- whether the applicant's circumstances have changed since the offending behaviour or the other relevant matters
- the circumstances surrounding the offence and the explanation(s) offered by the convicted person.

Having a criminal record will not necessarily bar you from working with us.

- The Parish is committed to the fair treatment of its staff, potential staff, volunteers, or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.
- We actively promote equality of opportunity for all and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualification, experience and potential.
- An application for a criminal record check is only submitted to DBS after it has been determined that one is both proportionate and relevant to the position concerned. For such positions, all job adverts and recruitment briefs will contain a statement that a Disclosure will be requested in the event of the individual being offered the position.
- Where a Disclosure is to form part of the recruitment process, all applicants must complete a Confidential Self -Declaration Form. This allows applicants to provide details of any criminal record at an early stage in the process. The Declaration will be retained by the employer or the parish.
- We ensure that those who are involved in the recruitment process are aware of the legislation relating to the employment of ex-offenders, eg the Rehabilitation of Offenders Act 1974.
- At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matters that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment or a voluntary post.

We undertake to seek the advice of the Diocesan Safeguarding Adviser and discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment or a voluntary position.

Appendix 3 - Safer Recruitment Practice Guidance

Statement of Safeguarding Principles

The Church of England and the Methodist Church work in partnership with other Christian Churches and other agencies in delivering safeguarding. The following statement of principles appears at the head of each safeguarding policy:

We are committed to:

- The care, nurture of, and respectful pastoral ministry with, all children, young people and all adults;
- The safeguarding and protection of all children, young people and all adults;
- The establishing of safe, caring communities which provide a loving environment where victims of abuse can report or disclose abuse and where they can find support and best practice that contributes to the prevention of abuse.

To this end:

- We will carefully select, support and train all those with any responsibility within the Church, in line with the principles of Safer Recruitment. We will respond without delay to every complaint made, that any adult, child or young person may have been harmed, cooperating with the police and local authority in any investigation.
- We will seek to offer informed pastoral care and support to anyone who has suffered abuse, developing with them an appropriate ministry that recognises the importance of understanding the needs of those who have been abused, including their feelings of alienation and / or isolation.
- We will seek to protect survivors of abuse from the possibility of further harm and abuse.
- We will seek to challenge any abuse of power, especially by anyone in a position of respect and responsibility, where they are trusted by others.
- We will seek to offer pastoral care and support, including supervision, and referral to the appropriate authorities, to any member of our Church community known to have offended against a child, young person or adult who is vulnerable.

In all these principles we will follow legislation, guidance and recognised good practice.

Appendix 4 - Church of England Confidential Declaration Form

The Confidential Declaration Form must be completed by all those wishing to work with children and / or adults experiencing, or at risk of abuse or neglect. It applies to all roles, including clergy, employees, ordinands and volunteers who are to be in substantial contact with children and / or adults experiencing, or at risk of abuse or neglect. This form is strictly confidential and, except under compulsion of law, will be seen only by those involved in the recruitment / appointment process and, when appropriate, the Diocesan Safeguarding Adviser or someone acting in a similar role / position. All forms will be kept securely in compliance with the Data Protection Act 1998.

If you answer yes to any question, please give details, on a separate sheet if necessary, giving the number of the question which you are answering.

Please note that the Disclosure and Barring Service (DBS) is an independent body, which came into existence on 1st December 2012. It combines the functions of the Criminal Records Bureau (CRB) and the Independent Safeguarding Authority (ISA).

1. Have you ever been convicted of or charged with a criminal offence or been bound over to keep the peace that has not been filtered in accordance with the DBS filtering rules? (Include both 'spent' and 'unspent' convictions) YES / NO

2. Have you ever received a caution, reprimand or warning from the police that has not been filtered in accordance with the DBS filtering rules¹? YES / NO

Notes applicable to questions 1 and 2: Declare all convictions, cautions, warnings, and reprimands etc. that are not subject to the DBS filtering rules. Please also provide details of the circumstances and/or reasons that led to the offence(s).

*Broadly, where your position / role involves substantial contact with children and / or adults experiencing, or at risk of abuse or neglect (i.e. where you are eligible for an enhanced criminal records check) you will be expected to declare **all** convictions and / or cautions etc., even if they are 'spent' provided they have not been filtered by the DBS filtering rules.*

If your position / role does not involve substantial contact with children and / or adults experiencing, or at risk of abuse or neglect you should only declare 'unspent' and 'unfiltered' convictions / cautions etc.

1

You do not have to declare any adult caution where: (a) 6 years (or 2 years if under 18 at the time of the caution, reprimand or warning) have passed since the date of the caution etc. and (b) it does not appear on the DBS's list of specified offences referred to in footnote 1 above. **Please note that a caution etc. must comply with (a) and (b) in order to be filtered**

Convictions, cautions etc. and the equivalent obtained abroad must be declared as well as those received in the UK.

If you are unsure of how to respond to any of the above please seek advice from an appropriate independent representative (e.g. your solicitor) because any failure to disclose relevant convictions, cautions etc. could result in the withdrawal of approval to work with children and / or adults experiencing, or at risk of abuse or neglect. Although it is important to note that the existence of a conviction, caution etc. will not necessarily bar you from working with vulnerable groups unless it will place such groups at risk.

3. Are you at present (or have you ever been) under investigation by the police or an employer or other organisation for which you worked for any offence / misconduct? YES / NO

4. Are you or have you ever been prohibited and / or barred from work with children and/or vulnerable adults? YES / NO

5. Has a family court ever made a finding of fact in relation to you, that you have caused significant harm to a child and / or vulnerable adult, or has any such court made an order against you on the basis of any finding or allegation that any child and / or vulnerable adult was at risk of significant harm from you? YES / NO

6. Has your conduct ever caused or been likely to cause significant harm to a child and / or vulnerable adult, and / or put a child or vulnerable adult at risk of significant harm? YES / NO

Note: Make any statement you wish regarding any incident you wish to declare

7. To your knowledge, has it ever been alleged that your conduct has resulted in any of those things? YES / NO

8. Have you ever had any allegation made against you, which has been reported/referred to, and investigated by the Police/Social Services/Social Work Department (Children or Adult's Social Care)? YES/NO

If you reply yes to questions 7 and/or 8, please give details, which may include the date(s) and nature of the allegation, and whether you were dismissed, disciplined, moved to other work or resigned from any paid or voluntary work as a result.

Note: Declare any complaints or allegations made against you, however long ago, that you have significantly harmed a child, young person or adult who is vulnerable. Any allegation or complaint investigated by the police, Children's Services, an employer, voluntary body or other body for which you worked must be declared. Checks will be made with the relevant authorities.

9. Has a child in your care or for whom you have or had parental responsibility ever been removed from your care, been placed on the Child Protection Register or been the subject of child protection planning, a care order, a supervision order, a child assessment order or an emergency protection order under the Children Act 1989, or a similar order under any other legislation? YES / NO

10. If you are working from home with children, is there anyone who is 16 years of age or over living or employed in your household who has ever been charged with, cautioned or convicted in relation to any criminal offence not subject to DBS filtering rules²; or is that person at present the subject of a criminal investigation/pending prosecution? YES/NO/Not Applicable

If yes, please give details including the nature of the offence(s) and the dates. Please give any further details, such as the reasons or circumstances, which led to the offence(s)

*Note applicable to Q10: You are only required to answer this if you work from home with children. The DBS define home based working as where the applicant for the DBS check carries out some or all of his or her work with children or adults from the place where the applicant lives (this will include **all** clergy).*

Note: All these matters shall be checked with the relevant authorities

Declaration

I declare the above information (and that on any attached sheets) is true, accurate and complete to the best of my knowledge.

After I have been appointed I agree to inform my line manager or supervisor if I am charged, cautioned or convicted of any offence or if I become subject to a Police/Social Services/Social Work Department (Children or Adult's Social Care) investigation.

Signed.....
Full Name.....Date of Birth.....
Address.....
.....
Date.....

Please return the completed form to Rev'd Jim Pye, 15 St Martin's Road, Knebworth SG3 6ER

Before an appointment can be made applicants who will have substantial contact with children and / or adults experiencing, or at risk of abuse or neglect in their roles will be required to obtain an enhanced criminal record check (with or without a barred list check (as appropriate)) from the Disclosure and Barring Service.

All information declared on this form will be carefully assessed to decide whether it is relevant to the post applied for and will only be used for the purpose of safeguarding children, young people and / or adults experiencing, or at risk of abuse or neglect.

Please note that the existence of a criminal record will not necessarily prevent a person from being appointed, it is only if the nature of any matters revealed may be considered to place a child and / or an adult experiencing, or at risk of abuse or neglect at risk.